

# NFC

## Procedures



**National Finance Center**  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

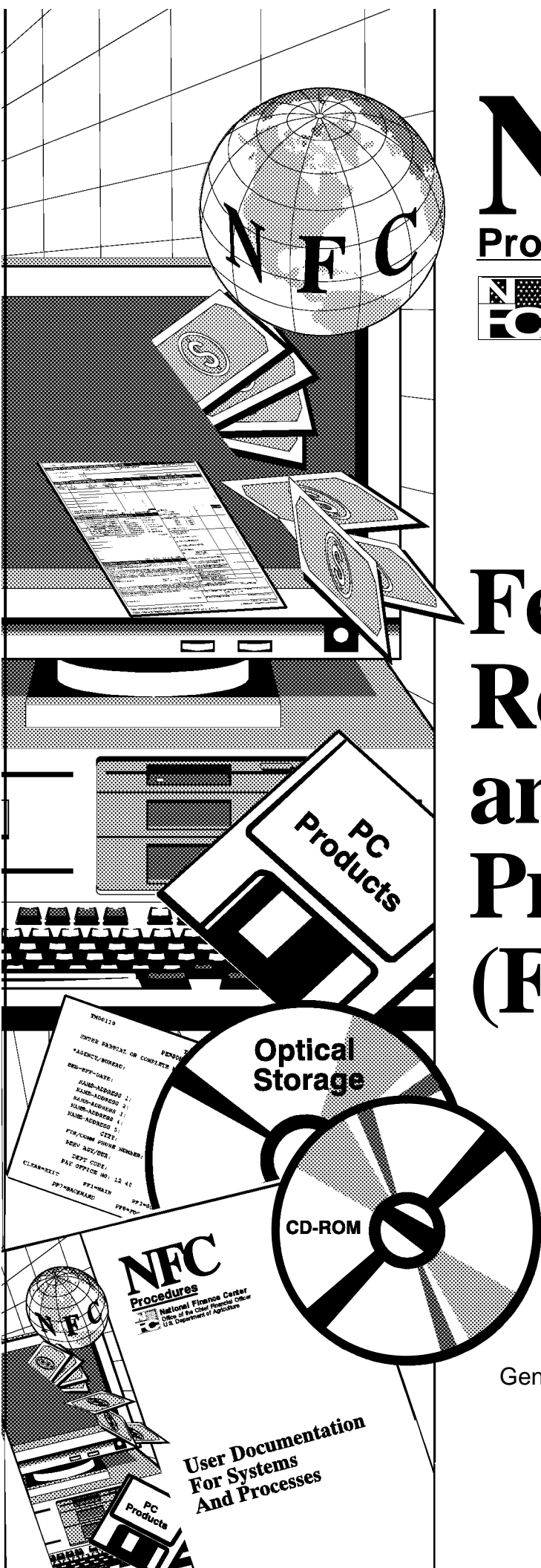
March 1996

# Federal Standard Requisitioning and Issue Procedures (FEDSTRIP)

**TITLE II**  
Voucher and Invoice Payments Manual

**CHAPTER 4**  
General Services Administration (GSA) Payment Transactions

**SECTION 1**  
Federal Standard Requisitioning and Issue Procedures  
(FEDSTRIP)



Initial Publication	March 1979
Revision 1	March 1996

**Voucher And Invoice Payments Manual**  
**GSA Payment Transactions**  
**FEDSTRIP**

Title II  
Chapter 4  
Section 1

**Table Of Contents**

	<b>Page</b>
<a href="#">About This Procedure</a> .....	1
<a href="#">How The Procedure Is Organized</a> .....	1
<a href="#">What Conventions Are Used</a> .....	1
<a href="#">Who To Contact For Help</a> .....	1
<a href="#">Online Inquiry</a> .....	1
 <a href="#">Overview</a> .....	 3
<a href="#">Personal Computer FEDSTRIP System (PC-FEDS)</a> .....	3
<a href="#">Forms</a> .....	3
<a href="#">Responsibilities</a> .....	3
<a href="#">Reports</a> .....	3
<a href="#">Requisition Follow-up</a> .....	3
 <b><a href="#">Completion Instructions For Form AD-633, Multiuse Standard Requisitioning/Issue System Document</a></b> .....	 <b>6</b>
<a href="#">Requisitioning And Obligating</a> .....	6
<a href="#">Establishing, Deleting, Or Changing     A Customer Supply Center (CSC) Requisitioner</a> .....	 9
<a href="#">Confirming VA, GSA, Or GSA Muffin Orders</a> .....	11
<a href="#">Confirming DOD Emergency Orders</a> .....	12
<a href="#">Cancelling/Deobligating Requisitions</a> .....	13
<a href="#">Changing Accounting Data, Unit Price, Unit of Issue, Quantity,     Object Class, Or Forest Service Unit On Open Obligations</a> .....	 15
 <b><a href="#">Completion Instructions for GSA Form 1781, Motor Vehicle Requisition</a></b> .....	 <b>19</b>
<a href="#">Obligating Motor Vehicle Requisitions</a> .....	19
 <b><a href="#">Exhibit</a></b> .....	 <b>22</b>
<a href="#">FEDS21 Report No 03, FEDSTRIP Aging Report – Open Items Over 90 Days</a> .....	22
 <b><a href="#">Appendixes</a></b> .....	 <b>25</b>
a. <a href="#">FEDSTRIP Codes NFC-Assigned Document Identifier Codes</a> .....	25
b. <a href="#">FEDSTRIP Codes Routing Identifier Codes</a> .....	27
c. <a href="#">FEDSTRIP Codes NFC-Assigned Object Class Codes</a> .....	28
 <a href="#">Heading Index</a> .....	 Index-1

**Voucher And Invoice Payments Manual**  
**GSA Payment Transactions**  
**FEDSTRIP**

*(reserved)*

## About This Procedure

This procedure provides instructions for completing forms to process Federal Standard Requisitioning and Issue Procedures System (FEDSTRIP) data. The following information will help you to use the procedure more effectively and to locate further assistance if needed.

### How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

[Overview](#) describes the processing of forms and provides related background information.

The [Exhibits](#) section includes illustrations such as examples of reports or other graphic information.

The [Appendixes](#) section contains reference information, such as code lists, accounting charts, tables, or excerpts from other documents.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

### What Conventions Are Used

This procedure uses the following visual aids:

- Block specifications are printed in italics. Example: **Document Ident.** (*required, alphanumeric entry; 3 positions*). Enter the document identifier code.
- For date blocks, you should enter the 4-digit Julian (numeric) date. The first digit represents the year and the last 3 digits represent the day of the year. Example: December 14, 1995 would be entered **5348**.
- Data that you must enter exactly as shown is printed in **bold italics**. Example: Enter **CSX** as the document identifier code.
- Emphasized text within a paragraph is printed in **bold**. Example: Use of the AD-633 has **not** been approved for ....
- Figure, exhibit, and appendix references link figures, exhibits, and appendixes with the text. These references are printed in a bold font as shown here. Example: See the AD-633 form (**Figure 1**).

□ References to sections within the procedure are printed in bold as shown here. Example: See **Overview**.

□ Important extra information is identified as a note. Example: **Note:** Use only these two codes.

### Who To Contact For Help

For questions about electronic access through the Personal Computer FEDSTRIP System (PC-FEDS), contact Information Center personnel at **504-255-5230**.

Telephone questions about processing documents for FEDSTRIP should be limited to urgent matters requiring immediate attention. These questions should be directed to the Administrative Payments Branch, Miscellaneous Payments Section at **504-255-4647**. Questions that cannot be answered immediately will be researched and responded to on the next working day or within 5 days of receipt. Inquiries that require lengthy research should be submitted in writing on Form AD-354, Request For Special Information, to:

Miscellaneous Payments Section  
National Finance Center, USDA  
P. O. Box 60000  
New Orleans, LA 70160-0001

The inquirer should provide the following information when making written or telephone inquiries:

- Requisitioner number
- Julian date
- Item serial number
- Agency code, accounting station, and unit code (for Forest Service)
- Date Form AD-633 was submitted for processing
- Name, location, and telephone number of caller.

For detailed information about inquiry methods for accessing agency data, see Revision 5 of the Inquiry procedure, Title V, Chapter 1.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

### Online Inquiry

FEDSTRIP provides online query of National Finance Center (NFC) master requisition records through the FEDSTRIP Online Inquiry System (FEDSINQ). FEDSINQ allows users to view AD-633 data on the FEDSTRIP Requisition Inquiry screen (FD01). For detailed instructions on using FEDSINQ, see Title VI, Chapter 7, Section 10.

**Voucher And Invoice Payments Manual**  
**GSA Payment Transactions**  
**FEDSTRIP**

If your agency does not have the capability to query AD-633 records from terminals at your location and your agency is interested in obtaining more information,

contact Information Center personnel at  
**504-255-5230.**

## Overview

This procedure provides instructions for procurement offices using Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) to requisition supplies and equipment. This procedure describes the process for preparing and submitting Form AD-633, Multiuse Standard Requisitioning/Issue System Document, to procure items from the General Services Administration (GSA) and selected items from the Department of Defense (DOD) and the Veterans Administration (VA).

Agencies must obtain an activity address code (AAC) for FEDSTRIP processing from GSA prior to submitting FEDSTRIP orders. The AAC is used as the requisitioner number for NFC FEDSTRIP processing and must be included on all AD-633's submitted to NFC. Agencies prepare a paper AD-633 or electronically enter the AD-633 data through the Personal Computer FEDSTRIP System (PC-FEDS) using guidelines in this procedure and the GSA FEDSTRIP Operating Guide (FOG). **Note:** Agencies transmitting orders to GSA via the Multi-Use File for Interagency News (MUFFIN) must complete a confirming AD-633 according to the instructions in this procedure and submit it to NFC to obligate the order. Paper AD-633's should be sent to NFC at the following address:

National Finance Center, USDA  
P.O. Box 60000  
New Orleans, LA 70160-0001

After reviewing the AD-633 for accuracy and completeness, NFC enters the document into FEDSTRIP to obligate the funds and electronically transmit the order to GSA. GSA fills the order, and the bill is sent to NFC for deobligation.

## Personal Computer FEDSTRIP System (PC-FEDS)

To improve the quality and accuracy of FEDSTRIP processing and to streamline the procurement process, PC-FEDS is available for electronic submission and processing of AD-633 forms. Users who are interested in PC-FEDS can contact Information Center personnel at **504-255-5230**. For details about the PC-FEDS System, see Title VI, Chapter 7, Section 9.

## Forms

The following forms are used in FEDSTRIP:

**Form AD-633, Multiuse Standard Requisitioning/Issue System Document.** Used by agencies to requisition supplies and equipment from GSA, DOD, and VA and to obligate the funds for the payment of these purchases. This form is also used as a confirming document to obligate funds when orders are sent directly to GSA, VA, and DOD or to make changes and corrections to

orders. Completion instructions for this document are shown in **Figures 1** through **7**.

**GSA Form 1781, Motor Vehicle Requisition.** Used by agencies to requisition motor vehicles from GSA. A copy of this form is submitted to NFC to obligate funds for the requisition. Completion instructions for this document are shown in **Figure 8**.

## Responsibilities

Listed below are the general responsibilities of the primary organizations involved in data processing and system maintenance for FEDSTRIP.

### NFC:

- ☐ Receives and processes all Forms AD-633 received from agency requisitioner offices.
- ☐ Timely obligates funds for payment of orders and disburses payments to GSA, DOD, or VA where appropriate.
- ☐ Provides FEDSTRIP Aging Reports to agencies on open requisitions.

### The Agency:

- ☐ Contacts GSA for an Activity Address Code (AAC).
- ☐ Submits Form AD-633 to NFC in accordance with this procedure as it supplements the FOG.
- ☐ Provides, as required, corrective report information to NFC.
- ☐ Confirms receipt of goods to GSA, DOD, or VA and initiates proper follow-up action when warranted.
- ☐ Obtains supply assistance from the appropriate source of supply.

## Reports

FEDSTRIP generates two reports for agency use in tracking requisitions.

**[FEDS21 Report No 03, FEDSTRIP Aging Report – Open Items Over 90 Days \(Exhibit 1\)](#)**. Lists open requisitions over 90 days old. It is distributed every 90 days to requisitioners. Requisitioners should immediately review this report and initiate appropriate followup action or cancellation.

**FEDS Report 5601, Orders 3 yrs old to be Cancelled.** Lists open requisitions over 3 years old. It is distributed annually to requisitioners. Requisitioners should immediately review this report and initiate cancellation of the requisition.

## Requisition Follow-up

Followup requests for normal requisitions made through NFC should be sent to NFC for forwarding to GSA, VA,

**Voucher And Invoice Payments Manual**  
**GSA Payment Transactions**  
**FEDSTRIP**

or DOD. See FOG, Chapter 2, for coding requirements of follow-up actions.

Questions regarding order discrepancies, such as incor-

rect items or quantities, should be reported directly to the GSA National Customer Service Center (NCSC). Call the National Help Line, 24 hours a day, at **1-800-488-3111**.



**Voucher And Invoice Payments Manual  
GSA Payment Transactions  
FEDSTRIP**

Title II  
Chapter 4  
Section 1

**Completion Instructions For Form AD-633,  
Multiuse Standard Requisitioning/Issue System Document**

## Voucher And Invoice Payments Manual

### GSA Payment Transactions

### FEDSTRIP

## Requisitioning And Obligating

Prior to submitting a FEDSTRIP requisition, agencies contact GSA for assignment of an Activity Address Code (AAC) according to procedures in FOG, Chapter 2. The FEDSTRIP Requisitioner Number will be the same number as the AAC.

To requisition items from GSA, VA, or DOD and to obligate funds for the requisition, prepare an AD-633 (**Figure 1**) according to the instructions below. For DOD requisitions, all zeros must be slashed (Ø) **Note:** The circled numbers in the figure correspond to those shown below.

### Section A – Document Identification

① **Documt Ident.** (required, alphanumeric field; 3 positions). Enter the document identifier code ([Appendix A](#) and FOG, Chapter 2) identifying the purpose of the document, e.g., requisition, cancellation, follow-up, etc.

② **Routing Ident.** (required, alphanumeric field; 3 positions). Enter the routing identifier code ([Appendix B](#) and FOG, Chapter 2). This code identifies the activity to and from which documents are transmitted.

③ **M & S** (alphanumeric field; 1 position). Enter the media and status code (FOG, Chapter 2). This code indicates the preference of the requisitioner as to the receipt of status information, the types of status reports, and the transmission method of status reports.

④ **Requisitioner** (required, alphanumeric field; 6 positions). Enter the GSA FEDSTRIP requisitioner number which is the same number as the GSA AAC. See FOG, Chapter 2.

⑤ **Date** (required, numeric field; 4 positions). Enter the 4-digit Julian date. The first digit represents the year and the last three digits represent the day of the year. For example, December 14, 1995 is entered as 5348.

⑥ **Demand.** Leave blank.

⑦ **Supplement Address** (alphanumeric field; 6 positions). Enter the requisitioner number of the office to receive the goods if different from the requisitioner number entered in ④. **Note:** If the M&S code entered in ③ is 5, D, E, or H, this field is required.

⑧ **Signal** (required, alpha field; 1 position). Enter one of the following signal codes:

C – Ship to requisitioner

L – Ship to supplementary address

⑨ **Fund** (required, alphanumeric field; 2 positions). Enter the NFC-assigned fund code for the accounting classification shown in ②6.

⑩ **Distribution** (alphanumeric field; 3 positions). Enter the distribution code as discussed in FOG, Chapter 2. If entered, the distribution code will be perpetuated by the supply source on all subsequent documents.

⑪ **Project** (alphanumeric field; 3 positions). Enter the agency assigned project code, as requested from GSA. See FOG, Chapter 2.

⑫ **Priority** (numeric field; 2 positions). Enter the priority designator code as discussed in FOG, Chapter 2.

⑬ **Req'd Delivery Date** (alphanumeric field; 3 positions). Enter the required delivery date when the standard delivery date (described under Priority) does not reflect the date the material is actually required. See FOG, Chapter 2.

⑭ **Agency** (required, alphanumeric field; 2 positions). Enter the NFC-assigned agency code.

⑮ **Unit** (required for Forest Service (FS), alphanumeric field; 2 positions). Used only by FS. If FS, enter the 2-digit unit code.

### Section B – Requisition Data

⑯ **Serial** (required, alphanumeric field, 4 positions). Enter a sequential number for each line of the requisition. The number is assigned at the discretion of the requisitioner for control purposes, but must not be duplicated in any one day.

⑰ **Stock Number** (required, numeric field; 1st 13 positions)(alphanumeric field; positions 14 and 15). Enter the federal stock number (FSN) that identifies the item of supply being ordered. See **FOG, Chapter 2**. **Note:** Be sure you are in possession of a current GSA Supply Catalog to avoid processing and procurement delays caused by obsolete FSN's. The GSA Supply Catalog is available online to FEDSINQ users.

⑱ **Unit of Issue** (required, alpha field; 2 positions). Enter the unit of issue designation. See FOG, Chapter 2.

⑲ **Quantity** (required, numeric field; 5 positions). Enter the quantity of the item ordered.

Title II  
Chapter 4  
Section 1

**Figure 1. Form AD-633 (Requisition and Obligate) (sample)**

## Voucher And Invoice Payments Manual

### GSA Payment Transactions

### FEDSTRIP

②① **Unit Price** (*required, numeric field; 6 positions*). Enter the dollar portion of the unit price. Enter the cents part after the broken line.

②② **Advice** (*alphanumeric field; 2 positions*). Enter the advice code as discussed in FOG, Chapter 2.

②③ **Obj. Class** (*required, alphanumeric field; 1 position*). Enter the object classification code ([Appendix C](#)) that defines items identified in ①⑦ .

②④ **Acctng Line** (*required, alphanumeric field; 1 position*). Enter the accounting line number that corresponds to the accounting line in ②⑤ . Enter an *X* when charges will be distributed to more than one accounting classification.

②⑤ **Remarks** (*alpha field*). Agency use only.

#### Section C – Accounting Classification

②⑥ **Acctng Line** (*required, numeric field; 1 position*). Enter the accounting line number that corresponds to the accounting line indicated in ②③ . It must be consecutively numbered and unique, ranging from 1 to 3. If *X* is indicated in ②③ , at least two lines of accounting should be entered.

②⑦ **A, B, C, D, and E** (*required, alphanumeric field; 35 positions*). Enter the agency-assigned management or accounting classification code in the format specified for your agency. **Note:** Do not exceed three lines of accounting for each AD-633.

②⑧ **Distribution** (*numeric field; 3 positions*). Enter the percentage (whole numbers) of distribution for each line of accounting. When an *X* is indicated in ②③ , two or more lines of accounting must be shown in ②⑤ and ②⑥ . The percentages must total 100%.

②⑨ **Amount** (*numeric field; 8 positions*). Enter the amount applicable to each accounting line. The data shown in this block is for agency or NFC convenience in checking accounting line charges.

②⑩ **Phone** (*required, alphanumeric field; 12 positions*). Enter the telephone number, including area code, of the person to be contacted for information concerning the AD-633.

②⑪ **Signature** (*required, alpha field*). The requisitioning official signs in this block to indicate approval.

If you are not a user of PC-FEDS, forward the (preferably) typewritten original AD-633 to:

National Finance Center, USDA  
P.O. Box 60000  
New Orleans, LA 70160-0001

## **Establishing, Deleting, Or Changing A Customer Supply Center (CSC) Requisitioner**

To establish, delete, or change a FEDSTRIP requisitioner on the Customer Supply Center (CSC) master file, the agency must submit a Form AD-633 (**Figure 2**) according to the instructions below. **Note:** The circled numbers in the figure correspond to those shown below.

### **Section A – Document Identification**

① **Documt Ident.** (*required, alphanumeric field; 3 positions*). Enter one of the following document identifier codes ([Appendix A](#)):

*CSC* – Establish a requisitioner

*CSD* – Delete a requisitioner

*CSX* – Change the accounting classification of a requisitioner

② **Requisitioner** (*required, alphanumeric field; 6 positions*). Enter the GSA FEDSTRIP requisitioner number (FOG, Chapter 2) which is the same number as the GSA AAC. See FOG, Chapter 2.

③ **Date** (*numeric field, 4 positions*). Agencies may leave this field blank or enter the agency's 4-digit internal use code. The optional internal use code is recommended as an internal code to identify multiple users of a single requisitioner number.

④ **Fund** (*required, alphanumeric field; 2 positions*). Enter the NFC-assigned fund code for the accounting classification shown in ⑧ .

⑤ **Agency** (*required, alphanumeric field; 2 positions*). Enter the NFC-assigned agency code.

⑥ **Unit** (*required for Forest Service (FS), alphanumeric field; 2 positions*). Used only by FS. If FS, enter the 2-digit unit code.

### **Section B – Requisition Data**

⑦ **Accting Line** (*required, alphanumeric field; 1 position*). Enter the accounting line number that corresponds to the accounting line in ⑦ . Enter an *X* when charges will be distributed to more than one accounting classification. Do not exceed three lines for each AD-633.

### **Section C – Accounting Classification**

⑧ **Acctng Line** (*required, numeric field; 1 position*). Enter the accounting line number that corresponds to the accounting line indicated in ⑥ . It must be consecutively numbered and unique, ranging from 1 to 3. If *X* is indicated in ⑥ , at least two lines of accounting should be entered.

⑨ **A, B, C, D, and E** (*required, alphanumeric field; 35 positions*). Enter the agency-assigned management or accounting classification code in the format specified for your agency. **Note:** Do not exceed three lines of accounting for each AD-633.

⑩ **Distribution** (*numeric field; 3 positions*). Enter the percentage (whole numbers) of distribution for each line of accounting. When an *X* is indicated in ⑥ , two or more lines of accounting must be shown in ⑦ and ⑧ . The percentages must total 100%.

⑪ **Phone** (*required, alphanumeric field; 12 positions*). Enter the telephone number, including area code, of the person to be contacted for information concerning the AD-633.

⑫ **Signature** (*required, alpha field*). The requisitioning official signs in this block to indicate approval.

If you are not a user of PC-FEDS, forward the (preferably) typewritten original AD-633 to:

National Finance Center, USDA  
P.O. Box 60000  
New Orleans, LA 70160-0001

**Figure 2. Form AD-633, (Establish, Delete, or Change) (sample)**

Title II  
Chapter 4  
Section 1

**② Routing Ident.** *(required, alphanumeric field; 3 positions).* For MUFFIN orders, enter **GSA** as the routing identifier code ([Appendix B](#)). For GSA requisitions submitted through methods other than MUFFIN, enter the appropriate routing identifier code ([Appendix B](#)) as discussed in FOG, Chapter 2. For VA requisitions, enter **G36** ([Appendix B](#)).

**Figure 3. Form AD-633 (VA, GSA, or GSA MUFFIN Order Confirmation) (sample)**

# Voucher And Invoice Payments Manual

## GSA Payment Transactions

### FEDSTRIP

## Confirming DOD Emergency Orders

DOD emergency orders are placed via telephone directly to the Defense Supply Centers (DSC). DOD requires that all zeros (0) be slashed. To confirm and obligate the order, submit an AD-633 (Figure 4) to NFC according to the instructions under [Completing Form](#)

[AD-633 To Requisition And Obligate](#) (Figure 1) with the following differences. **Note:** The circled numbers in the figure correspond to those shown below.

① **Documt Ident.** (required, alphanumeric field; 3 positions). Enter **DOD** ([Appendix A](#)).

UNITED STATES DEPARTMENT OF AGRICULTURE														
MULTIUSE STANDARD REQUISITIONING/ISSUE SYSTEM DOCUMENT														
A DOCUMENT IDENTIFICATION														
1 DOCUMT. IDENT.	2 ROUTING IDENT.	3 M&S	DOCUMENT NUMBER		13 DE MAND	14 15F SUPPLEMENT. ADDRESS	16F SIG NAL	17 FUND	18F DISTRIBU TION	19 PROJ ECT	20 PRIOR ITY	21 REQD DELIVERY DATE	24 AGENCY	25 UNIT
3	3	1	9 10 REQUISITIONER	11 DATE	1	6	1	2	3	3	2	3	2	2
①														
B REQUISITION DATA														
12 SERIAL	4 FSC	STOCK NUMBER			6 ADD'TL	7 UNIT OF ISSUE	8 QUANTITY	26 UNIT PRICE	22 ADVISE	27 ORJ CLASS	28 ACCTNG LINE	23 REMARKS		
4	4	2	3	4	2	2	5	6	2	1	1			

Figure 4. Form AD-633 (DOD Order Confirmation) (sample)



## Cancelling/Deobligating Requisitions

Cancellation request procedures may be initiated by either the requisitioner or the supply source. Using the AD-633 (**Figure 5**), NFC cancels the item and deobligates the order amount upon receipt of appropriate cancellation verification. To reorder a cancelled item, the requisitioner should proceed under standard ordering procedures using a new Julian date for the reorder.

**Notes:** (1) The AD-633 completion instructions in this section should be used to cancel an **entire** order **prior** to the order being shipped. (2) To change information entered on the original requisition, **or** to cancel and deobligate the unshipped **portion** of an original requisition, complete an AD-633 according to the instructions listed under [Changing Accounting Data, Unit Price, Unit Of Issue, Quantity, Object Class, Or Forest Service Unit On Open Obligations](#).

### GSA Orders

Requisitioners can request cancellation of orders directly from GSA or through NFC using the AD-633. If the cancellation request is made directly to GSA, requisitioners must prepare and submit an AD-633 (**Figure 5**) to NFC to cancel and deobligate the requisition. GSA will verify the cancellation of the order. Items already shipped cannot be cancelled.

GSA can initiate a cancellation by submitting a cancellation advice to the requisitioner. The cancellation advice informs the requisitioner that the items ordered on the requisition are unavailable. To confirm the cancellation advice, requisitioners must prepare and submit an AD-633 (**Figure 5**) to NFC to cancel and deobligate the requisition.

### VA and DOD Orders

Requisitioners must request cancellation by submission of an AD-633 (**Figure 5**) to NFC for transmission to VA or DOD.

VA and DOD can initiate a cancellation by submitting a cancellation advice to the requisitioner. The cancellation advice informs the requisitioner that the items ordered on the requisition are unavailable. To confirm the cancellation advice, requisitioners must prepare and submit an AD-633 (**Figure 5**) to NFC to cancel and deobligate the requisition.

To cancel and deobligate an order, prepare and submit an AD-633 (**Figure 5**) according to the instructions that follow:

**Note:** The circled numbers in **Figure 5** correspond to those shown in the completion instructions.

### Section A – Document Identification

① **Documt Ident.** (*required, alphanumeric field; 3 positions*). To cancel GSA or VA orders, enter the appropriate document identifier code as discussed in FOG, Chapter 2. To cancel DOD orders, enter only code **AC1**, **AC2**, or **AC3**, then complete the blocks referenced by ② through ⑨.

The data entered in the blocks referenced by ② through ⑨ should be identical to the data displayed on the AD-633 that originally requisitioned the item. To complete the blocks referenced by ② through ⑨, see the completion instructions under [Requisitioning And Obligating](#).

**Note:** If a portion of a VA, DOD, or GSA order has been shipped/received, and the agency wants to cancel and deobligate the unshipped portion, prepare and submit an AD-633 according to the completion instructions listed under [Changing Accounting Data, Unit Price, Unit Of Issue, Quantity, Object Class, Or Forest Service Unit On Open Obligations](#).

### Section B – Requisition Data

The data entered in the blocks referenced by ⑩ through ⑭ should be identical to the data displayed on the AD-633 that originally requisitioned the item. To complete the blocks referenced by ⑩ through ⑭, see the completion instructions under [Requisitioning And Obligating](#).

### Section C – Accounting Classification

⑮ **Phone.** (*required, alphanumeric field; 12 positions*). Enter the telephone number, including area code, of the person to be contacted for information concerning the AD-633 cancellation.

⑯ **Signature.** (*required, alpha field*). The requisitioning official signs in this block to indicate approval of the cancellation.

If you are not a user of PC-FEDS, forward the (preferably) typewritten original AD-633 to:

National Finance Center, USDA  
P.O. Box 60000  
New Orleans, LA 70160-0001

14

## Changing Accounting Data, Unit Price, Unit Of Issue, Quantity, Object Class, Or Forest Service Unit On Open Obligations

When necessary, requisitioners may submit a Form AD-633 (**Figure 6**) to: (1) make changes to accounting data, unit price, unit of issue, quantity, object class, or Forest Service unit on open obligations; or (2) cancel the balance of partially shipped orders.

**Notes:** (1) The instructions in this section should be used to change information entered on the original requisition **or** to cancel and deobligate the unshipped portion of an original requisition order. (2) To cancel an **entire** order **prior** to the order being shipped, complete an AD-633 according to the instructions listed under [Cancelling/Deobligating Requisitions](#).

To make changes to a requisition, or to cancel and deobligate the unshipped portion of an original requisition order, prepare and submit the AD-633 (**Figure 6**) according to the instructions that follow:

**Note:** The circled numbers in **Figure 6** correspond to those shown in the completion instructions.

### Section A – Document Identification

① **Documt Ident.** (*required, alphanumeric field; 3 positions*). Enter **CHG** as the document identifier code for all change documents.

**Note:** The data entered in the blocks referenced by ② through ⑤ should be the same data entered on the AD-633 that originally requisitioned the item. To complete the blocks referenced by ② through ⑤, see the completion instructions under [Requisitioning And Obliging](#).

⑥ **Unit.** (*required for Forest Service (FS), alphanumeric field; 2 positions*). Used only by FS. To change the unit, enter the new unit in this block; otherwise, enter the unit entered on the AD-633 that originally requisitioned the item. **Note:** If a change is made to the unit, all affected serial numbers from the original requisition that are reassigned to the new unit must be entered in the **Serial** block under **Section B**.

### Section B – Requisition Data

⑦ **Serial.** (*required, alphanumeric field; 4 positions*). Enter the serial number entered on the original requisition order.

⑧ **Unit Of Issue.** (*conditional, alpha field; 2 positions*). To change the unit of issue, enter the new unit of

issue designation; otherwise, do not complete this block.

⑨ **Quantity.** (*required, numeric field; 5 positions max.*). If only a portion of a VA, DOD, or GSA order has been shipped/received, and the agency wants to cancel and deobligate the unshipped portion, enter the quantity of items that have already been shipped/received. Otherwise, enter the quantity originally entered on the AD-633 that originally requisitioned the item.

⑩ **Unit Price.** (*required, numeric field; 6 positions max.*). To change the unit price, enter the new unit price; otherwise, enter the unit price entered on the AD-633 that originally requisitioned the item.

⑪ **Obj. Class.** (*conditional, alphanumeric field; 1 position*). To change the object classification code, enter the new object classification code; otherwise, do not complete this block.

⑫ **Acctng Line.** (*required, numeric field; 1 position*). Enter the accounting line number that corresponds to the accounting line referenced by ⑬. If charges are distributed to more than one accounting classification code, enter **X**. **Note:** The accounting line number referenced by ⑫ links the management or accounting classification code listed in **Section C** to the serial number line item listed in **Section B**.

### Section C – Accounting Classification

⑬ **Acctng Line.** (*required, alphanumeric field; 1 position*). Enter the accounting line that corresponds to the management or accounting classification code listed in the blocks referenced by ⑭. The accounting lines must be consecutively numbered, ranging from **1** to **3**. If **X** was entered in the block referenced by ⑫, at least two lines of accounting should be entered.

⑭ **A, B, C, D, and E.** (*required, alphanumeric field; 35 positions max.*). To change the management or accounting classification code, enter the new agency-assigned management or accounting classification code in the format specified for your agency. Otherwise, enter the management or accounting classification code originally obligated by the AD-633 that originally requisitioned the item. **Note:** Do not exceed three lines of accounting for each AD-633.

⑮ **Distribution.** (*conditional, numeric field; 3 positions max.*). If more than one line of accounting was entered in the block referenced by ⑭, enter the percentage (whole numbers) of distribution for each line of accounting. **Note:** The percentages must total 100%. If

**Voucher And Invoice Payments Manual**  
**GSA Payment Transactions**  
**FEDSTRIP**

only one line of accounting was entered in the block referenced by ⑭, do not complete this block.

⑯ **Phone.** (*required, alphanumeric field; 12 positions*). Enter the telephone number, including area code, of the person to be contacted for information concerning the AD-633 change(s).

⑰ **Signature.** (*required, alpha field*). The requisitioning official signs in this block to indicate approval.

If you are not a user of PC-FEDS, forward the original (preferably) typewritten AD-633 to:

National Finance Center, USDA  
P.O. Box 60000  
New Orleans, LA 70160-0001

Title II  
Chapter 4  
Section 1

**Figure 6. Form AD-633 (Changes to Accounting Data, Unit Price, Object Class, or Forest Service Unit)**  
(sample)

**Voucher And Invoice Payments Manual  
GSA Payment Transactions  
FEDSTRIP**

**Completion Instructions for GSA Form 1781,  
Motor Vehicle Requisition**

## Obligating Motor Vehicle Requisitions

GSA Form 1781 (**Figure 8**) is used by agency offices when procuring motor vehicles. The form is submitted directly to GSA with a paper copy to NFC; Form 1781 cannot be submitted through PC-FEDS. To ensure proper FEDSTRIP obligation and processing, particular attention must be given to those items on Form 1781 that correspond to data usually provided on the AD-633. Complete those sections of the form according to the instructions below. **Note:** The circled numbers in the figure identify the items on this form and correspond to the instructions below.

① **Doc ID.** (required, alphanumeric field; 3 positions). The data for document identification is preprinted A0D ([Appendix A](#)).

② **Routing ID** (required, alphanumeric field; 3 positions). The data for routing identification is preprinted GW0 ([Appendix B](#)).

③ **M & S** (alphanumeric field; 1 position). Enter the media and status code ([Appendix C](#)) to indicate the preference of the requisitioner as to the receipt of status information, the types of status reports and the transmission method of status reports (FOG, Chapter 2).

④ **Fed. Stock Code, NIIN, Additional** (alphanumeric field; 20 positions). Enter the stock number that corresponds to the AD-633 and the FSN or part number of the item requisitioned. Do **not** complete this FEDSTRIP data for vehicle requisitions.

⑤ **Quantity** (required, numeric field; 5 positions). Enter the quantity being requisitioned, using lead zeros before significant digits to completely fill the block.

⑥ **Requisitioner** (required, alphanumeric field; 6 positions). Enter the GSA FEDSTRIP requisitioner number which is the same number as the GSA AAC. See FOG, Chapter 2.

⑦ **Date** (required, numeric field; 4 positions). Enter the 4-digit Julian date. The first digit represents the year and the last three digits represent the day of the year. For example, April 14, 1995 is 5104.

⑧ **Serial No.** (required, numeric field, 4 positions). Enter a sequential number for each requisition. The number is assigned at the discretion of the requisitioner for control purposes, but must not be duplicated in any one day.

⑨ **Supplementary Address** (alphanumeric field; 6 positions). Enter the requisitioner number of the office to receive the goods if different from the requisitioner number entered in ⑥. **Note:** If the M&S code entered in ③ is 5, this field is required.

⑩ **SIG** (required, alpha field; 1 position). Enter one of the following signal codes:

C – Ship to requisitioner

L – Ship to supplementary address

⑪ **Fund** (required, alphanumeric field; 2 positions). Enter the NFC-assigned fund code for the accounting classification shown in ⑮.

⑫ **Distribution** (alphanumeric field; 3 positions). Enter the distribution code as discussed in FOG, Chapter 2.

⑬ **Project** (alphanumeric field; 3 positions). Enter the agency assigned project code, as requested from GSA. See FOG, Chapter 2.

⑭ **Priority** (numeric field; 2 positions). Enter the priority designator code as discussed in FOG, Chapter 2.

⑮ **Remarks** (alphanumeric field; unlimited). Enter the agency assigned management or accounting classification code including your agency number and accounting distribution percentage for two or more lines of accounting. Also, enter the NFC mailing address.

Forward a (preferably typewritten) legible copy of the GSA Form 1781 to:

National Finance Center, USDA  
P.O. Box 60000  
New Orleans, LA 70160-0001

# Voucher And Invoice Payments Manual

## GSA Payment Transactions

### FEDSTRIP

MOTOR VEHICLE REQUISITION <small>(INSTRUCTIONS ON BACK)</small>										GSA USE ONLY																					
<b>1. FEDSTRIP/MILSTRIP DATA (To be completed by requisitioner)</b>																															
Doc. ID.		Routing ID		M & S		Fed. Stock Code		NIIN		Additional		Quantity		REQUISITION NUMBER			Supplementary Address		S I G		Fund		Distribution		Project		Priority				
1-3		4-6		7		8-11		12-20		21-22		23-29		30-35		36-39		40-43		45-50		51		52-53		54-56		57-59		60-61	
(1) ADD		(2) GW0		(3)		(4)		(5)		(6)		(7)		(8)		(9)		(10)		(11)		(12)		(13)		(14)					
2. AGENCY ORDER NO.										3. COLOR(S) DESIRED										6. REQUISITIONER (Name and address, including ZIP Code)											
<b>4. FEDERAL STANDARD UNITS</b> a. Indicate with "X" in column (1), the Federal Standard applicable to the equipment being requisitioned. In column (2), show the "alpha" character for the standard used.																															
(1) STANDARD		(2)		EQUIPMENT																											
122		X		Sedans and station wagons																											
307		X		Light trucks 4x2																											
292		X		Light trucks 4x4																											
794		X		Medium trucks 4x2																											
b. Select the desired item and options (if required) from the Federal Standard, marked above, and show the complete standard item number and standard option code designation (as required). <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin-right: 10px;">STD. ITEM NO.</div> <div style="margin-right: 10px;">OPTION CODE(S)</div> <div style="border: 1px solid black; width: 100px; height: 20px;"></div> </div> <div style="margin-top: 5px;"> <div style="border: 1px solid black; width: 100px; height: 20px;"></div> <div style="border: 1px solid black; width: 100px; height: 20px;"></div> </div>																															
DEALER DELIVERY																															
<input type="checkbox"/> MARK HERE IF ADDITIONAL REQUIREMENTS FOR STANDARD VEHICLE(S) ARE ATTACHED.  <input type="checkbox"/> MARK HERE IF NONSTANDARD VEHICLE. <small>(See instructions on the back for ordering nonstandard items.)</small>																															
CONTACT FOR SPECIFICATION MATTERS										7. VEHICLE DELIVERY ADDRESS (If different than Item 6)																					
TELEPHONE NUMBER(S)										COMMERCIAL (Include area code)																					
<input type="checkbox"/> FTS																															
5. REMARKS										8. CONSIGNEE MAILING ADDRESS (Include ZIP Code)																					
(15)										9. ESTIMATED COST																					
										a. UNIT COST					b. TOTAL COST																
										\$					\$																
10. REQUISITIONING OFFICER																															
a. NAME AND TITLE																															
										b. TELEPHONE NUMBERS																					
										<input type="checkbox"/> FTS																					
										COMMERCIAL (Include area code)																					
										c. SIGNATURE																					
										d. DATE																					
GSA USE ONLY																															
<input type="checkbox"/> Continued on Back  GENERAL SERVICES ADMINISTRATION																															

Figure 7. GSA Form 1781, Motor Vehicle Requisition (sample)



**Voucher And Invoice Payments Manual**  
**GSA Payment Transactions**  
**FEDSTRIP**

Title II  
Chapter 4  
Section 1

**Exhibit**

# Voucher And Invoice Payments Manual

## GSA Payment Transactions

### FEDSTRIP

Exhibit  
Page 1 of 2

## FEDS21 Report No 03, FEDSTRIP Aging Report – Open Items Over 90 Days

DATE PREPARED: 01/04/96	UNITED STATES DEPARTMENT OF AGRICULTURE OFFICE OF FINANCE AND MANAGEMENT, NATIONAL FINANCE CENTER FEDSTRIP AGING REPORT - OPEN ITEMS OVER 90 DAYS	PAGE 1	
FEDS21 REPORT NO 3			
128429			
USDA FARMERS HOME ADMIN STATE DIRECTOR 125 S STATE STREET ROOM 5438 SALT LAKE CITY UT 84138			
THIS REPORT REPRESENTS FEDSTRIP OPEN ITEMS THAT ARE 90 DAYS OLD OR OLDER.			
PLEASE REVIEW IT CAREFULLY TO DETERMINE IF THERE IS ANY DISCREPANCY BETWEEN YOUR FIELD OFFICE RECORDS AND THE DATA ON NFC FILES. (SEE TITLE II-VOUCHER AND INVOICE PAYMENTS MANUAL, CHAPTER 4, SECTION I, FEDSTRIP, PARAGRAPH 5, REPORTS).			
IF THERE IS A DIFFERENCE IN DELIVERY STATUS, PLEASE INDICATE ONE OF THE BELOW IN THE COLUMN HEADED "DELIVERY STATUS".			
"CANCELLED"	WHEN A CONFIRMED CANCELLATION HAS BEEN RECEIVED FROM THE SUPPLIER.		
"REJECTED"	WHEN A REJECTED NOTIFICATION HAS BEEN RECEIVED FROM THE SUPPLIER.		
"RECEIVED"	WHEN THE ITEM ON ORDER HAS BEEN COMPLETELY RECEIVED.		
"VEHICLE"	WHEN THE ITEM ON ORDER IS A VEHICLE.		
PLEASE WRITE YOUR OFFICE TELEPHONE NUMBER ON THE REPORT AND RETURN IT TO THE NFC WITHIN 20 DAYS OF RECEIPT. YOUR PROMPT REPLY WILL BE APPRECIATED. NEGATIVE REPORTS ARE NOT REQUIRED.			
IF A LISTED ITEM WAS NOT ORDERED BY YOUR OFFICE, OR WAS ORDERED BUT IS NO LONGER NEEDED AND SHOULD BE CANCELLED, PLEASE FURNISH AN AD-633 TO THE NFC CODED "AC1" (BLOCK 1) TO CANCEL THE ITEM.			
SEE PARAGRAPH 4B OF THE FEDSTRIP PROCEDURES FOR INFORMATION CONCERNING "FOLLOW-UP" ACTIONS ON OPEN ITEMS SHOWN ON THIS REPORT.			

USDA NFC 344.3

Title II  
Chapter 4  
Section 1

## FEDS21 Report No 03, FEDSTRIP Aging Report – Open Items Over 90 Days

USDA-NRC-SM13

**Voucher And Invoice Payments Manual**  
**GSA Payment Transactions**  
**FEDSTRIP**

**Appendixes**

**Voucher And Invoice Payments Manual  
GSA Payment Transactions  
FEDSTRIP**

Title II  
Chapter 4  
Section 1

Appendix A  
Page 1

**FEDSTRIP Codes  
NFC-Assigned Document Identifier Codes**

<b>Code</b>	<b>Transaction</b>	<b>Explanation</b>
A01	Requisition	Overseas Shipment – NSN Items
A02	Requisition	Overseas Shipment – Part Number Items
A04	Requisition	Overseas Shipment – Other Items
A05	Requisition	Overseas Shipment with exception data
A0A	Requisition	Domestic Shipment – NSN Items
A0B	Requisition	Domestic Shipment – Part Number Items
A0D	Requisition	Domestic Shipment – Other Items
A0E	Requisition	Domestic Shipment with exception data
A31	Pass Order	Overseas – NSN Items
A32	Pass Order	Overseas – Part Number Items
A34	Pass Order	Overseas – Other Items
A35	Pass Order	Overseas with exception data
A3A	Pass Order	Domestic – NSN Items
A3B	Pass Order	Domestic – Part Number Items
A3D	Pass Order	Domestic – Other Items
A3E	Pass Order	Domestic, with exception data
A41	Referral	Overseas – NSN Items
A42	Referral	Overseas – Part Number Items
A44	Referral	Overseas – Other Items
A45	Referral	Overseas, with exception data
A4A	Referral	Domestic – NSN Items
A4B	Referral	Domestic – Part Number Items
A4D	Referral	Domestic – Other Items
A4E	Referral	Domestic, with exception data
AC1	Cancellation	By Requisitioner
AC2	Cancellation	By Supplementary Addressee
AC3	Cancellation	By Distribution Code Addressee
AE1	Supply Status	To Requisitioner
AE2	Supply Status	To Supplementary Addressee
AE3	Supply Status	To Distribution Code Addressee
AE9	Supply Status	From DOD
AF1	Followup	By Requisitioner
AF2	Followup	By Supplementary Addressee
AF3	Followup	By Distribution Code Addressee
AFC	Followup	Request for Accelerated Shipping Date
AK1	Followup	On Cancellation by Requisitioner
AK2	Followup	On Cancellation by Supplementary Addressee

**Voucher And Invoice Payments Manual**  
**GSA Payment Transactions**  
**FEDSTRIP**

**FEDSTRIP Codes**  
**NFC-Assigned Document Identifier Codes**

<b>Code</b>	<b>Transaction</b>	<b>Explanation</b>
AK3	Followup	On Cancellation by Distribution Code Addressee
AM1	Document Modifier	Overseas Shipment – NSN Items – Process as requisition if original document not received
AM2	Document Modifier	Overseas Shipment – Part Number Items – Process as requisition if original document not received
AM5	Document Modifier	Overseas Shipment, with exception data – Process as requisition if original document not received
AMA	Document Modifier	Domestic Shipment – NSN Items – Process as requisition if original document not received
AMB	Document Modifier	Domestic Shipment – Part Number Items – Process as requisition if original document not received
AME	Document Modifier	Domestic Shipment, with exception data – Process as requisition if original document not received
AS1	Shipment Status	To Requisitioner
AS2	Shipment Status	To Supplementary Addressee
AS3	Shipment Status	To Distribution Code Addressee
AT1	Followup/Status	Overseas Shipment – NSN Items – Process as requisition if original document not received
AT2	Followup/Status	Overseas Shipment – Part Number Items – Process as requisition if original document not received
AT5	Followup/Status	Overseas Shipment, with exception data – Process as requisition if original document not received
ATA	Followup	Domestic Shipment – NSN Items – Process as requisition if original document not received
ATB	Followup	Domestic Shipment – Part Number Items – Process as requisition if original document not received
ATE	Followup	Domestic Shipment, with exception data – Process as requisition if original document not received
AU1	Cancellation Reply	To Requisitioner
AU2	Cancellation Reply	To Supplementary Addressee
AU3	Cancellation Reply	To Distribution Code Addressee
CHG	Change	A requisition; not applicable to PC–FEDS
CSC	Establish	A Customer Supply Center (CSC) requisitioner
CSD	Delete	A CSC requisitioner
CSX	Change	A CSC requisitioner’s accounting classification
DOD	Obligate	To obligate/confirm a direct emergency DOD order
GSA	Obligate	To obligate/confirm a direct GSA or VA order
MUF	Obligate	To obligate/confirm a direct GSA MUFFIN order
NFC	Credit	To confirm GSA, VA, or DOD credit approval

**Voucher And Invoice Payments Manual**  
**GSA Payment Transactions**  
**FEDSTRIP**

Title II  
Chapter 4  
Section 1

Appendix B

**FEDSTRIP Codes**  
**Routing Identifier Codes**

<b>Code</b>	<b>Office</b>	<b>Explanation</b>
G36	VA	Use for VA, Hines, IL
GA0	GSA	Duluth, Georgia
GB0	GSA	Boston, Massachusetts
GC0	GSA	Chicago, Illinois
GD0	GSA	Denver, Colorado
GF0	GSA	Fort Worth, Texas
GG0	GSA	Use for all GSA material return transactions
GK0	GSA	Kansas City, Missouri
GN0	GSA	Belle Mead, New Jersey
GS0	GSA	Stockton, California
GSA	GSA	Use for all other GSA FEDSTRIP transactions
GT0	GSA	Auburn, Washington
GW0	GSA	Use for GSA motor vehicle requisitions; not applicable to PC–FEDS
MUF	GSA	MUFFIN
S9C	DOD	Defense Construction Supply Center, Columbus, OH
S9E	DOD	Defense Electronics Supply Center, Dayton, OH
S9F	DOD	Defense Fuel Supply Center, Alexandria, VA
S9G	DOD	Defense General Supply Center, Richmond, VA
S9I	DOD	Defense Industrial Supply Center, Philadelphia, PA
S9M	DOD	Defense Personnel Support Center, Medical Material, Philadelphia, PA
S9P	DOD	Defense Personnel Support Center, Subsistence, Perishable, Philadelphia, PA
S9S	DOD	Defense Personnel Support Center, Subsistence, Nonperishable, Philadelphia, PA
S9T	DOD	Defense Personnel Support Center, Clothing and Textiles, Philadelphia, PA

**Voucher And Invoice Payments Manual**  
**GSA Payment Transactions**  
**FEDSTRIP**

Appendix C

**FEDSTRIP Codes**  
**NFC–Assigned Object Class Codes**

<b>Code</b>	<b>Object Class</b>	<b>Description</b>
1	2680	FEDSTRIP Supplies
2	3140	Noncapitalized Equipment
3	3112	Furniture & Fixtures – includes office and residential
4	3121	Agricultural Machinery and Equipment
5	3122	Laboratory Machinery and Equipment
6	3123	Radio & Communications Machinery & Equipment
7	3124	ADP Machinery & Equipment
8	3125	Office Machinery & Equipment
9	3126	Reproduction Machinery & Equipment
A	3111	Motor Vehicles & WCF Fleet Equipment Excluding Aircraft
B	3141	Noncapitalized Equipment High Risk
C	3142	Noncapitalized Furniture & Fixtures
D	3143	Noncapitalized Radio & Communications
E	3144	Noncapitalized Automated Data Processing
F	3145	Noncapitalized Office Machines
G	3146	Noncapitalized Reproduction Equipment
H	3147	Noncapitalized Agricultural Equipment
I	3148	Noncapitalized Laboratory Equipment
J	3149	All Other Noncapitalized Equipment
K	2618	Heating Oil
L	3129	Capitalized Engineering Equipment
M	3130	Miscellaneous Motor Equipment
N	3115	Attach Residential Furniture & Fixtures
O	3119	Cooling Equipment



---

## *Heading Index*

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

### **A**

[About This Procedure](#), 1

### **C**

[Cancelling/Deobligating Requisitions](#), 13

[Changing Accounting Data, Unit Price, Unit Of Issue, Quantity, Object Class, Or Forest Service Unit On Open Obligations](#), 15

[Completion Instructions For Form AD-633.- Multiuse Standard Requisitioning/Issue System Document](#), 5

[Completion Instructions for GSA Form 1781.- Motor Vehicle Requisition](#), 18

[Confirming DOD Emergency Orders](#), 12

[Confirming VA, GSA, Or GSA Muffin Orders](#), 11

### **E**

[Establishing, Deleting, Or Changing A Customer Supply Center \(CSC\) Requisitioner](#), 9

### **F**

[Forms](#), 3

### **H**

[How The Procedure Is Organized](#), 1

### **O**

[Obligating Motor Vehicle Requisitions](#), 19

[Online Inquiry](#), 1

[Overview](#), 3

### **P**

[Personal Computer FEDSTRIP System \(PC-FEDS\)](#), 3

### **R**

[Reports](#), 3

[Requisition Follow-up](#), 3

[Requisitioning And Obligating](#), 6

[Responsibilities](#), 3

### **W**

[What Conventions Are Used](#), 1

[Who To Contact For Help](#), 1